

# **Vacation Accrual Cap Waiver For Pit Manufacturing and Certification Workers**

## ***Frequently Asked Questions***

**December 9, 2002**

### **Q1: What is the Waiver on Vacation Cap Accruals for Pit Manufacturing and Certification Workers?**

The waiver is a suspension of maximum allowable vacation credit limitations for Pit Manufacturing and Certification workers during their push to meet the Laboratory's rigorous project deadlines and critical Qual 1 milestone. Under this waiver, full-time regular UC employees supporting the Pit Manufacturing and Certification Project will be allowed to carry over vacation in excess of the currently imposed maximum limitations specified in Appendix A of the Prime Contract between DOE/NNSA and the University of California for a limited time period.

### **Q2: Who is eligible to receive this Waiver?**

This waiver will apply to full time regular UC employees, including managers, in the organizations C-AAC, C-ACT, ESA, HSR-1, MST, and NMT, where at least 25 percent of their effort is in the Pit Manufacturing and/or Certification Project. Monthly eligibility lists will be submitted from program/line management to HR-WEM staff.

### **Q3: When will this waiver be effective?**

Employees will have from November 1, 2002 until September 30, 2003 to accrue vacation time beyond the normal maximum limits.

### **Q4: How long will I have to use vacation above my cap?**

Employees will have until April 1, 2005 to use or lose the vacation amounts accrued above the cap. Note that every employee must obtain approval from his/her group-level manager before using accrued vacation. After April 1, 2005 eligible employees would forfeit any vacation over the limits set forth in AM 312.08.

### **Q5: Within the timeframe of the waiver, will I continue to accumulate vacation at my normal rate?**

Yes, vacation will continue to accrue at the normal rate.

### **Q6: Have other aspects of vacation policy changed for eligible employees during this time period?**

Other than the specific stipulations noted here, vacation policy remains as stated in AM 312.

### **Q7: What is the potential impact on programs when significant numbers of employees take vacation toward the end of the waiver period?**

Because programmatic impact may be significant, group-level managers should take special care in planning vacation time with employees to ensure that appropriate staffing will remain in place throughout the duration of this waiver, that is, through April 1, 2005.

### **Q8: Am I still eligible to take vacation during this time?**

Employees are encouraged to take leave as appropriate for rest, personal business, parental leave, or family illness that does not qualify for family illness leave. Employees should follow their group's procedures for requesting leave.

### **Q9: What happens if I move out of the Project?**

After leaving the Project, employees will no longer accrue vacation above the normal cap. They will be able to use the amounts already accrued above the cap up to six months after leaving the Project, or by April 1, 2005, whichever comes first.

### **Q10: How will the movement of employees into or out of the Project be monitored?**

Cognizant managers are responsible for notifying HR-WEM ([jeep@lanl.gov](mailto:jeep@lanl.gov)) of potential eligible Pit Manufacturing and Certification Project employees (i.e., employees who have reached their maximum vacation accrual limits between November 1, 2002 and September 30, 2003) and of those employees who have moved off the Project.